



# City of Bellingham

## Small and Simple Grant Guidelines

### Small and Simple Grant Program Overview

- All [City-recognized neighborhood associations](#) are eligible to apply. Multiple neighborhoods may submit a joint application.
- Grants will be awarded based on a competitive review process.
- Grants will be awarded up to \$5,000.
- Applications are accepted between March 1-May 15. Grant awards will be announced June 1.
- Matching funds are not required.
- Funds are available for one-time projects.
- These grants are intended to make real, substantive, and positive changes in the neighborhoods.
- Examples of allowable projects are included on page 2, but projects are not limited to those examples.
- Projects should be led and completed by the neighborhood associations.
- Funds are provided on a reimbursable basis, so neighborhoods must be willing and able to make necessary upfront costs. The City can provide a letter of award to provide to vendors if needed.
- Applications must include written permission from necessary land owner or City departments, where applicable.

### Application Overview

A complete application includes the following:

- **Applicant Information** with all areas completed
- **Project Information** including a project description and statement of public benefit
- **Project Budget** that covers use of requested grant funding
- **Proposed Work Plan and Attachments**
- **Signed Acknowledgement**
- **Letters of Support** from project partners, including project commitments

Applications should be legibly hand-written or typed and no more than 4 pages in length, not counting the letters of support.

Use the space provided in the application to describe the following:

### **Project Description/Narrative**

- Specific planned activities
- Where it will occur
- Why the neighborhood association(s) selected this project
- How the neighborhood will inform, plan and conduct project activities, including specific commitments partners have made to the project (this information is separate from the letters of support and must be included in the project description/narrative)

### **Statement of Public Benefit**

- Specify neighborhood residents who will most benefit
- How this project contributes to creating a better neighborhood or community
- How project activities and results will be documented

### **Budget**

**Please provide a budget proposal that includes the following:**

List all proposed uses of funding, including details about supplies, materials, equipment, training, travel or other directly connected project costs.

Examples of Projects Eligible for Funding:

- Landscaping
- Street trees
- Emergency kits
- Neighborhood Share Boxes or Little Free Libraries
- Graffiti removal
- Bike rack installation
- Community gardens
- Neighborhood signs

This is not a comprehensive list – we invite the neighborhoods to be creative!

### **Permissions**

Attached to this application must be necessary permission letters from applicable City departments, other governmental agencies, or private landowners.

The City of Bellingham reserves the right to reject any or all applications submitted.

Before entering into a contract with an apparently successful applicant, the following could occur: requests for clarification or additional information, funding amount negotiation, and/or project modification requests.